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| COMSCINST 4208.1B | COG CODE N10 | DATE 12 OCT 93 |
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DEPARTMENT OF THE NAVY
COMMANDER MILITARY SEALIFT COMMAND
WASHINGTON NAVY YARD BLDG 210
901 M STREET SE
WASHINGTON DC 20398-5540

COMSCINST 4208.1B
N10
12 October 1993

COMSC INSTRUCTION 4208.1B

Subj: PROCUREMENT MANAGEMENT REVIEW (PMR) PROGRAM

Ref: (a) NAPS 5201.692

Encl: (1) Procurement Management Inspection Report Form (MSC 4208/2)
(2) Quality Assurance Review Guide

1. Purpose. To establish PMR Program policy and procedures for Military Sealift Command (MSC). This is a complete revision and should be read in its entirety.
2. Cancellation. COMSCINST 4208.1A.
3. Background. Reference (a) implements the Defense Acquisition Management Review Program, also referred to as the Procurement Management Review Program, under which the Navy conducts periodic reviews of the operation of their contracting organizations to measure and improve efficiency, effectiveness and quality.
4. Responsibilities. The PMR Program establishes the basic method for conducting the comprehensive review, assessment and reporting of the efficiency and effectiveness of the acquisition process at MSC Central Technical Activity (MSCCENTACT), MSC Area and Subarea Commands with contracting authority. COMSC Contracts and Business Management Director (N10), in accordance with reference (a), is responsible for scheduling, coordinating and conducting PMR and Quality Assurance Reviews for MSCCENTACT, MSC Area and Subarea Commands with contracting authority. The Office of Assistant Secretary of the Navy (ASN) (RD&A, PP) conducts PMRs of MSC in accordance with reference (a).
5. Definition. "Procurement," as used in this instruction, means purchasing, renting/leasing or otherwise obtaining supplies and services. It includes all functions pertaining to such actions, including description (but not determination) of requirements, solicitation and selection of sources, preparation and award of contracts and all phases of contract administration.

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“Quality Assurance Reviews” (QAR) focus on analysis of procurement processes with emphasis on the relationship between the procurement office and the customers.

6. Procedures

a. COMSC (N10) conducts PMRs of MSCCENTACT, MSC Area and Subarea Commands and field offices with procurement authority on a 3-year cycle. A QAR is conducted within 18 months following each PMR.

b. By 1 July of each year, COMSC (N10) forwards to the Commander a schedule of all planned PMRs and QARs to be conducted during the next 3 fiscal years. A copy of the approved PMR schedule is forwarded to ASN(RD&A, PP) by 15 August of each year. The schedule for the first fiscal year provides specific review dates. Updates will be issued as necessary and forwarded to COMSC for approval. Copies of revised schedules are also submitted to ASN(RD&A, PP).

c. At least 1 month prior to the scheduled start of a PMR or QAR, COMSC (N10) sends a letter to the Area and Subarea Commander scheduled to be reviewed. This letter identifies the date(s) of the planned review, the members of the review team and the review team leader. The letter also requests advance submission of any information required by the review team in preparation for the PMR.

d. The PMR team leader schedules a courtesy call at the beginning of the review with the Area or Subarea Commander to explain the purpose and scope of the review and clarify any areas of concern.

e. At the beginning of the PMR, the contracting office being reviewed provides an organization chart and a short briefing on the office’s activities and methods of operation.

f. PMR team members participate in the review of a random sample of solicitations, contracts and purchase order files. Review of special interest items such as competition, acquisition planning, spare parts procurements, etc., shall be divided among team members and need not be confined to the review of contract files. Enclosure (1) will be used by the PMR team members to record findings and recommendations.

g. The PMR team leader schedules an exit briefing with the Area or Subarea Commander at the end of the review to identify major deficiencies and recommendations. A draft of all PMR findings is furnished to the Area or Subarea Commander at the exit briefing.

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h. Upon completion of the PMR, COMSC (N10) will issue a detailed report using the following format.

(1) Preface: Brief identification of the PMR follow-up, including team members.

(2) Table of Contents: Principal subjects covered within each chapter of the report.

(3) Executive Summary: Brief overall qualitative evaluation of the Area Command's contracting function, including issues of major significance and those which require improvement.

(4) Summary of Recommendations: Listing by chapter and number of all the recommendations made in the body of the report.

(5) Report Chapters: Chapter subjects are determined by review findings and recommendations. Each chapter shall contain the following:

(a) Subject

(b) Discussion (including all factual information, statistics and data)

(c) Recommendation(s) (including special notation of findings which were previously reported)

(6) Each PMR finding/recommendation is fully documented and supported by facts (i.e., specific examples of observed deficiencies).

i. Because the purpose of a QAR is to help contracting organizations analyze and continually improve the procurement process, reports generated at the conclusion of a QAR are provided directly to the head of the contracting office upon completion of the review, prior to the departure of the team. Enclosure (2) contains the procedures for conducting the QAR.

j. PMR reports are reviewed and approved by COMSC prior to issuance. A copy of the approved report is forwarded to ASN(RD&A, PP).

k. Within 60 days following a PMR, a summary report is completed and copies furnished to MSCCENTACT, Area and Subarea Commander or field office Commanding Officer.

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1. Formal responses to all PMR findings are not required. However, a formal response is required within 30 days for all repeat findings. The response shall explain the implementation status of repeat recommendations. Status reports will be provided monthly until all recommendations are completed.

7. Action

a. MSC Headquarters is responsible for conducting reviews of MSCCENTACT, Area and Subarea Commands and selected field offices with procurement authority. Typically, MSC Headquarters and Area Commands (N10) will conduct joint reviews of their Subarea Command contracting operations. Contracting personnel from any MSC procurement office may be selected, as needed, to assist with PMRs and QARs.

b. COMSC (N10) identifies the cumulative results of PMRs in an annual report which provides a detailed summary of the most significant findings and trends, indicating the required and accomplished improvements. The annual report will be forwarded to ASN(RD&A,PP) by 15 November with copies provided to the Area Commands (N10).

8. Form. Copies of MSC 4208/2 are available from COMSC (N0021).

Distribution:

COMSCINST 5000.19

List I (Case A, B)

SNDL 41B (MSC Area Commanders)

41F (MSCCENTACT)

Copy to:

SNDL 41C (MSC Subarea Commanders)

41D3 (MSC Offices)

PROCUREMENT MANAGEMENT REVIEW REPORT

COMSCINST 4208.1

| | |
|---|--------------|
| PMR INSPECTION REPORT FORM | |
| PMR OF: | DATE: |
| REVIEWER: | |
| REFERENCE: (FAR, DFAR, NAPS or MSC INSTRUCTION CITATION) | |
| DISCUSSION: (INCLUDE IDENTIFICATION OF SPECIFIC CONTRACTS, PURCHASE ORDERS, AGREEMENT NUMBERS, ETC.) | |
| RECOMMENDATION(S): | |

MSC 4208/2 (9-92)

COMSCINST 4208.1B
12 October 1993

QUALITY ASSURANCE REVIEW GUIDE

**DEPARTMENT OF THE NAVY
MILITARY SEALIFT COMMAND
PROCUREMENT MANAGEMENT REVIEW PROGRAM**

Enclosure (2)

12 October 1993

**MILITARY SEALIFT COMMAND
QUALITY ASSURANCE REVIEW GUIDE FOR CONTRACTS
AND BUSINESS MANAGEMENT DIRECTORATES**

I. GENERAL**BACKGROUND**

As the Navy has streamlined the acquisition process, efforts to minimize the number of reviews above the contracting officer level have increased. The Procurement Management Review (PMR) program calls for the review of contracting organizations every 3 years with a follow-up review within 18 months of the initial review. To be more responsive to the needs of the organization and help contracting offices ensure quality in the contracting process, MSC will initiate on-site quality assurance reviews (QAR) which will be done in lieu of the PMR follow-up review. The QAR will focus on contracting processes rather than compliance with procurement regulations and policies. The QAR will determine if the contracting process can (1) identify process issues, (2) correct identified problems and (3) evaluate customer satisfaction.

PURPOSE

This guide provides a set of questions designed to help contracting organizations evaluate the procurement process. These questions should help identify areas which directly effect the evolving process, the questions are not all inclusive. Also, the questions are subject to revision after each QAR. While this guide cannot “guarantee” quality, it ensures that contracting organizations control the procurement process.

QAR PRE-VISIT CHECKLIST

| Required Action/Document | Days Before Visit | Target Date | Complete Date |
|---|-------------------|-------------|---------------|
| 1. Prepare activity notebook | 75 | | |
| 2. Mail pre-visit letter to activity | 75 | | |
| 3. Telephone follow-up if pre-visit letter response is not received | 45 | | |
| 4. Review pre-visit letter reply | 40 | | |
| 5. Make lodging/travel reservations for team | 40 | | |
| 6. Send visit request with security info to activity | 30 | | |
| 7. Provide team members copy of activity notebook | 20 | | |
| Team Leader will: | | | |
| 1. Review activity notebook | 20 | | |
| 2. Review with team members outstanding recommendations from last PMR/QAR | 15 | | |
| 3. Confirm travel and admin arrangements | 15 | | |
| 4. Verify receipt of orders | 15 | | |
| 5. Conduct planning meeting w/team members 4208 Ser N10/(DATE) | 7 | | |

Enclosure (2)

COMSCINST 4208.1B

12 October 1993

MEMORANDUM

From: Commander, Military Sealift Command

To: Commander, Military Sealift Command (identify activity)

Subj: QUALITY ASSURANCE REVIEW

Ref: (a) COMSCINST 4208.1B

Encl: (1) Quality Assurance Review agenda

1. In accordance with reference (a), we will visit your activity from _____ to _____ to review the management of contracting operations.

2. Our team consists of the following personnel:

3. Enclosure (1) provides the proposed agenda for the QAR. Please provide the following information by _____.

a. The point of contact at your activity.

b. A description of any quality innovations recently implemented by your contracting organization.

c. A organization chart with functional statements for each division.

d. A listing of contracting personnel with grade levels and, where applicable, contracting officer authority levels.

4. We look forward to this visit and request working space for the review team. The point of contact for review issues is CDR Rick Dowling, N102, (202) 433-0385.

**QUALITY ASSURANCE VISIT
SAMPLE INTERVIEW QUESTIONS**

MANAGEMENT OF THE ACQUISITION PROCESS

1. Is there a published mission statement?
2. How is the mission statement translated into measurable objectives?
3. How do you determine if objectives are met?
4. Have you received Total Quality Leadership (TQL) training? How much?
5. Is procurement and management training available at adequate levels to meet the organization's needs?
6. What system is used to collect acquisition data?
7. Identify the types of data collected.
8. How is the data used to determine the quality of procurement actions?
9. What reviews are done during the acquisition process? By whom?
10. How is the data collected used to determine training needs?
11. Is feedback provided to procurement personnel after data is analyzed?
12. How are regulations, instructions and pertinent procurement information disseminated, maintained and updated?

PROCUREMENT PLANNING AND ACQUISITION PLANS

1. Do you meet with customers periodically to determine future requirements?
2. Do you provide assistance to customers in developing the procurement request (PR) package?
3. How are contract specialists informed of future requirements?
4. How do contract specialists learn of new requirements?
5. When do contract specialists first interface with the customer?
6. Is guidance available on preparation of local acquisition plans?
7. Does the procurement process allow for review and discussion of acquisition plans?

PROCUREMENT REQUESTS (PR)

1. Who in the procurement office reviews PRs received from requiring codes?
2. How are incomplete PRs handled?
3. Do you provide training to your customers which would help them prepare a PR package?
4. Is written guidance on PR preparation provided to customers?

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FUNDING

1. How do you know what kinds of funds are provided on the PR?
2. What type of training is available to procurement personnel to help them identify various types of funding, expiring funding and the specific supplies and services which can be purchased with those funds?
3. How are funding issues/problems resolved with the comptroller?

JUSTIFICATIONS AND APPROVAL (J&A)

1. Is written guidance available on the preparation of J&As?
2. How is a J&A processed?
3. How is the J&A review documented?
4. How is the legal review of J&As accomplished and documented?

SOLICITATION PREPARATION/REVIEW

1. What guidance is available on solicitation preparation?
2. Do you use an automated solicitation preparation system?
3. How often is the system updated?
4. How are clauses selected for inclusion in the solicitation?
5. How is it determined that clauses are current?
6. What process is used to review solicitations?
7. How is the solicitation review documented?
8. Do solicitations get legal review?
9. How does the contract specialist handle comments and make corrections/revisions to the solicitation?
10. How are solicitations distributed? By whom?
11. How does the procurement office ensure that offerors requesting solicitations actually receive copies?

SOURCE SELECTION

1. Is written guidance available on the preparation of source selection plans?
2. Is the source selection plan reviewed for consistency with section L and M of the solicitation?
3. Is adequate time provided in the procurement process to allow for constructive feedback?
4. How is feedback provided to the requiring activity that drafted the source selection plan?

CONTACT TYPE

1. How is contract type determined?
2. How is the decision documented?
3. Who reviews/approves the determination?
4. How does the procurement office get feedback on the appropriateness of the decision and the adequacy of the supporting documentation?

LEGAL REVIEW

1. What documents/procurement actions does legal counsel review?
2. Are documents provided to legal counsel with sufficient leadtime to allow for complete and thorough review?
3. Does legal counsel respond in a timely manner?
4. How do you rate the quality of legal review?
5. Does the legal office provide comments on issues of general interest?

BUSINESS CLEARANCE REVIEW

1. Is written guidance available on the preparation of business clearances?
2. How are business clearances below the Headquarters' review dollar threshold reviewed?
3. Are business clearances which require Headquarters' review reviewed internally before being forwarded to Headquarters?
4. How are issues/revisions to business clearances accomplished?
5. Does the feedback received improve the quality of business clearances?

COST PRICE ANALYSIS

1. How does the business clearance and procurement review process ensure the quality of pricing decisions?
2. Who reviews cost/price decisions and supporting documentation?
3. What kind of feedback do you receive?
4. Is feedback received from the technical activity on cost/price data?
5. What training is provided on cost/price analysis? Determine the level of cost/price training for the organization?
6. Is training adequate to meet the needs of the organization?

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CONTRACT ADMINISTRATION

1. How are post award actions reviewed?
2. What actions are reviewed?
3. Is supervisory feedback received as a result of these reviews?
4. Is there written guidance on the duties and responsibilities of CORs?
5. How are CORs trained?
6. How is contractor performance tracked and monitored?

POLICY IMPLEMENTATION

1. How are policy letters/alerts received? Internal? External?
2. How do you learn about internal procurement policy?
3. Are policies clearly defined and updated on a regular basis?
4. Are there gaps in the implementation of policy? Provide specific examples. What do you think is the reason for these gaps?

**QUALITY ASSURANCE VISIT
SAMPLE REVIEW QUESTIONS
(SMALL PURCHASE)**

PURCHASE REQUESTS/PURCHASE DESCRIPTION

1. Are purchase requests received with complete supporting documentation and complete and accurate purchase descriptions?
2. What are the problems?
3. Is there a procedure for handling improperly prepared purchase requests?
4. Is training available to customers?

PURCHASE ORDERS/DELIVERY ORDERS

1. How do you prepare purchase orders/delivery orders?
2. Are purchase requests reviewed before you receive them?
3. How are purchase requests assigned to buyers?
4. Who reviews/signs purchase orders/delivery orders after you prepare the orders?
5. How do you know if errors have been made in the preparation of orders?
6. Is formal training available? Informal in-house training?
7. Are orders processed in a timely manner?

FUNDING

1. How do you know what kinds of funds are provided on the PR?
2. What type of training is available to small purchase personnel to help them identify various types of funding, expiring funding and the specific supplies and services which can be purchased with those funds?
3. How are funding issues/problems resolved with the Comptroller?
4. How do you obtain additional funding when the funds on the initial purchase request are insufficient?

UNPRICED ORDERS

1. Do you have a system for handling unpriced purchase orders?
2. Is there written instructions for the preparation of unpriced orders? Are you familiar with the instruction?
3. Who reviews your unpriced orders?
4. How does management inform you of problems in this area?

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BLANKET PURCHASE AGREEMENTS (BPAs)

1. Who conducts reviews of your BPAs? Calls?
2. How are you advised of results of reviews?
3. Has in-house training been provided on the placement of BPA calls and supporting documentation?

IMPREST FUND

1. How are imprest fund buys tracked?
2. Who reviews imprest fund buys?
3. Is training available in this area?
4. How are improper imprest fund buys handled?

PRICING

1. How do you document price reasonableness determination?
2. Have you received pricing training? When?
3. Is a price reasonableness determination made for all small purchase actions?

CREDIT CARD (BANKCARD) PURCHASES

1. Who reviews bankcard purchases? How?
2. Is each action reviewed or is a random sampling taken?
3. What training is provided? Small purchase personnel? Customers?
4. How are problems handled?

CONTRACT ADMINISTRATION

1. Who monitors contract administration actions?
2. Is each action reviewed?
3. Will the system allow management to identify problems before they become critical?
4. Have you received any training in this area?

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QUALITY ASSURANCE ASSESSMENT FORM (CONTRACTS)

PROC. PLANNING/FORMAL ACQUISITION PLANS

EVALUATION
ADEQUATE

UNSAT

1. Is there a system for periodic meetings between contract management and contractor to determine future needs, assess quality of work in process and provide feedback relative to the acquisition process?
2. Is there an established planning procedure which includes working level personnel from procurement and requiring codes?
3. Is there a system for reviewing the quality of formal acquisition plans?
4. Is adequate training available in this area?

COMMENTS:

REVIEWER: _____
(Name)

(Date)

12 October 1993

QUALITY ASSURANCE ASSESSMENT FORM (CONTRACTS)

PROC. PLANNING/FORMAL ACQUISITION PLANS

EVALUATION
ADEQUATE

UNSAT

1. Is there an established procedure for reviewing PRs for completeness, accuracy, timeliness, adequate funding?
2. Is there a system for tracking PRs by customer/technical code?
3. Is there an established procedure for handling faulty/incomplete PRs?
4. Is training/assistance available to help technical codes prepare PRs?

COMMENTS:

REVIEWER: _____
(Name)

(Date)

QUALITY ASSURANCE ASSESSMENT FORM (CONTRACTS)

PROC. PLANNING/FORMAL ACQUISITION PLANS

EVALUATION
ADEQUATE

UNSAT

1. Is there a method for determining appropriate use of funds?
2. Is training available in this area?
3. Is there a system for resolving funding issues/problems with the Comptroller?

COMMENTS:

REVIEWER: _____
(Name)

(Date)

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QUALITY ASSURANCE ASSESSMENT FORM (CONTRACTS)

JUSTIFICATIONS AND APPROVAL

EVALUATION
ADEQUATE

UNSAT

1. Is there an established procedure for reviewing J&As?
2. Can the procedure identify recurring problems found by reviewers (i.e., competition advocate, legal counsel, policy office)?
3. Does the procedure provide feedback to those who prepare J&As?

COMMENTS:

REVIEWER: _____
(Name)

(Date)

QUALITY ASSURANCE ASSESSMENT FORM (CONTRACTS)

SOLICITATION PREPARATION/REVIEW

EVALUATION
ADEQUATE

UNSAT

1. Is guidance available on solicitation preparation?
2. Is there an established procedure for clarifying/
understanding what is being purchased?
3. Is there a procedure for reviewing the solicitation
in all phases of the procurement process?
4. Is there a procedure for tracking and ensuring that
reviewer's comments are resolved before the
solicitation is issued?

COMMENTS:

REVIEWER: _____
(Name)

(Date)

12 October 1993

QUALITY ASSURANCE ASSESSMENT FORM (CONTRACTS)

SOURCE SELECTION

EVALUATION
ADEQUATE

UNSAT

1. Is there a process for developing source selection plans?
2. Is there a procedure for reviewing source selection plans and identifying recurring problems?
3. Is there a procedure for reviewing source selection decisions?
4. Does the procedures provide feedback to those who have to prepare source selection plans?

COMMENTS:

REVIEWER: _____

(Name)

(Date)

12 October 1993

QUALITY ASSURANCE ASSESSMENT FORM (CONTRACTS)

CONTRACT TYPE

EVALUATION
ADEQUATE

UNSAT

1. Is there a procedure for reviewing the appropriateness of contract type?
2. Is there feedback on the appropriateness of contract type?
3. Is training on contract type available?

COMMENTS:

REVIEWER: _____
(Name)

(Date)

12 October 1993

QUALITY ASSURANCE ASSESSMENT FORM (CONTRACTS)

LEGAL REVIEW

EVALUATION
ADEQUATE

UNSAT

1. Is there a procedure for legal review of contract documentation/actions throughout the procurement process?
2. Is there a procedure for documenting legal counsel comments and tracking resolutions?

COMMENTS:

REVIEWER: _____
(Name) **(Date)**

QUALITY ASSURANCE ASSESSMENT FORM (CONTRACTS)

BUSINESS CLEARANCE REVIEW

EVALUATION
ADEQUATE

UNSAT

1. Is guidance available on how to prepare a business clearance?
2. Does management have a procedure for determining proper content, format and review levels for business clearances?
3. Is there a system for evaluating lower dollar level business clearances/memorandum?
4. Is there a tracking/numbering system for business clearances?
5. Is there a monitoring procedure to determine if review comments are resolved?
6. Is training available?

COMMENTS:

REVIEWER: _____
(Name)

(Date)

12 October 1993

QUALITY ASSURANCE ASSESSMENT FORM (CONTRACTS)

CONTRACT REVIEW BOARD

EVALUATION
ADEQUATE

UNSAT

1. Are there established contract review board procedures?
2. Is there a defined level of management which participates in the contract review board?
3. Is there a procedure for disseminating contract review board results?

COMMENTS:

REVIEWER: _____
(Name)

(Date)

QUALITY ASSURANCE ASSESSMENT FORM (CONTRACTS)

COST AND PRICE ANALYSIS

EVALUATION
ADEQUATE

UNSAT

1. Is there a procedure for reviewing the adequacy of cost/price analysis?
2. Is training available?

COMMENTS:

REVIEWER: _____
(Name) (Date)

12 October 1993

QUALITY ASSURANCE ASSESSMENT FORM (CONTRACTS)

CONTRACT ADMINISTRATION

EVALUATION
ADEQUATE

UNSAT

1. Is there a procedure for reviewing post award contract actions (i.e., modifications, change orders, letter contract definitizations, etc.)?
2. Is training available?
3. Is there a contractor performance rating system (CPRS)?
4. Is information from the CPRS used in future procurements?
5. Is there a procedure for capturing data on post award contract actions?

COMMENTS:

REVIEWER: _____
(Name)

(Date)

12 October 1993

QUALITY ASSURANCE ASSESSMENT FORM (CONTRACTS)

POLICY IMPLEMENTATION

EVALUATION
ADEQUATE

UNSAT

1. Is there a procedure for implementing policy?
Internal? Command? Agency?
2. Is there a procedure for updating policy?
3. Is there a procedure to document/implement
policy generated by internal actions of competition
advocate, legal counsel, contract review board, etc.?

COMMENTS:

REVIEWER: _____
(Name)

(Date)

12 October 1993

QUALITY ASSURANCE ASSESSMENT FORM (SMALL PURCHASE)

PURCHASE REQUESTS/PURCHASE DESCRIPTION

EVALUATION
ADEQUATE

UNSAT

1. Is there written guidance on what comprises a complete purchase request package?
2. Is there an established procedure for review of purchase descriptions?
3. Is training/assistance available to customers to help them develop a complete purchase request/purchase description?
4. Is there a procedure for handling faulty/incomplete purchase requests?

COMMENTS:

REVIEWER: _____
(Name)

(Date)

12 October 1993

QUALITY ASSURANCE ASSESSMENT FORM (SMALL PURCHASE)

PURCHASE ORDERS/DELIVERY ORDERS

EVALUATION
ADEQUATE

UNSAT

1. Is there a system in place to ensure the required review of orders and files?
2. Is there a system to ensure the timely distribution of orders?

COMMENTS:

REVIEWER: _____
(Name)

(Date)

12 October 1993

QUALITY ASSURANCE ASSESSMENT FORM (SMALL PURCHASE)

UNPRICED ORDERS

EVALUATION

ADEQUATE

UNSAT

1. Is there a system in place to ensure the proper use and processing of unpriced orders?
2. Can the system detect improper usage of unpriced orders?
3. Is there a procedure for training procurement personnel and customers on the regulations relating to unpriced orders?

COMMENTS:

REVIEWER: _____ (Name) _____ (Date)

12 October 1993

QUALITY ASSURANCE ASSESSMENT FORM (SMALL PURCHASE)

UNPRICED ORDERS

EVALUATION

ADEQUATE

UNSAT

1. Is there a system in place to ensure the proper use and processing of unpriced orders?
2. Can the system detect improper usage of unpriced orders?
3. Is there a procedure for training procurement personnel and customers on the regulations relating to unpriced orders?

COMMENTS:

REVIEWER: _____ (Name) _____ (Date)

12 October 1993

QUALITY ASSURANCE ASSESSMENT FORM (SMALL PURCHASE)

BLANKET PURCHASE AGREEMENTS

EVALUATION
ADEQUATE

UNSAT

1. Is there a system to ensure the proper use of BPA orders?
2. Is there a system to ensure the required annual review of BPA files?
3. Is there a procedure for analyzing the results of the annual review and making appropriate changes?
4. Is training available for both procurement personnel and customers?

COMMENTS:

REVIEWER: _____
(Name)

(Date)

12 October 1993

QUALITY ASSURANCE ASSESSMENT FORM (SMALL PURCHASE)

IMPREST FUND

EVALUATION
ADEQUATE

UNSAT

1. Does your organization have an imprest fund?
2. Is written guidance available on the use of the imprest fund?
3. Is there an established procedure to ensure the proper use of the imprest fund?

COMMENTS:

REVIEWER: _____
(Name)

(Date)

12 October 1993

QUALITY ASSURANCE ASSESSMENT FORM (SMALL PURCHASE)

PRICING

EVALUATION
ADEQUATE

UNSAT

1. Is there an established procedure to ensure that each order includes a determination of price reasonableness?
2. Is the quality of pricing documentation monitored?
3. Is pricing training available?
4. Have all small purchase personnel completed mandatory training?

COMMENTS:

REVIEWER: _____ (Name) _____ (Date)

12 October 1993

QUALITY ASSURANCE ASSESSMENT FORM (SMALL PURCHASE)

CREDIT CARD (BANKCARD) PURCHASES

EVALUATION
ADEQUATE

UNSAT

1. Does your organization use the BANKCARD purchasing method?
2. Is there written guidance on the use of the BANKCARD?
3. What training is available to customers about the use of the BANKCARD?
4. Is there a procedure for monitoring BANKCARD purchases? Monitored?
5. Is there a system for identifying improper BANKCARD purchases?

COMMENTS:

REVIEWER: _____

(Name)

(Date)

12 October 1993

QUALITY ASSURANCE ASSESSMENT FORM (SMALL PURCHASE)

CONTRACT ADMINISTRATION

EVALUATION
ADEQUATE

UNSAT

1. Is there an established procedure for review of post award purchase actions (i.e., modifications, payments, receipt of supplies or services)?
2. Is training available?
3. Is there a process for developing data on the number of small purchase actions, breakdown of types of supplies and services ordered and workloads of small purchase personnel?
4. Is the data analyzed to identify problems?

COMMENTS:

REVIEWER: _____
(Name)

(Date)

12 October 1993

QUALITY ASSURANCE ASSESSMENT FORM (SMALL PURCHASE)

FUNDING

EVALUATION
ADEQUATE

UNSAT

1. Is there a method for determining appropriate use of funds?
2. Is adequate training is available to small purchase personnel to help them identify various types of funding, expiring funding and the specific supplies and services which can be purchased with those funds?
3. Is there a procedure for resolving funding issues/problems with the Comptroller?

COMMENTS:

REVIEWER: _____
(Name)

(Date)

QUALITY ASSURANCE VISIT REPORT

(Name of Activity Reviewed)

(Inclusive Dates of Review)

1. EXECUTIVE SUMMARY

Brief summary of what was reviewed, review team members, significant strengths and/or weaknesses.

2. METHODOLOGY

Summary of the methodology used by the review team to conduct the visit. This may include briefings conducted by team members, meetings with management, summary numerical data, interviews with employees.

3. ASSESSMENT

ADEQUATE

UNSATISFACTORY

Discuss the effectiveness of the procurement process. Include a summary of innovations implemented by the activity which have improved the procurement process. Identify inadequate, adequate and innovative processes which will be implemented as a result of this visit.

4. RECOMMENDATIONS

Identify inadequate, adequate, and innovative processes which will be implemented as a result of this visit.

COMSCINST 4208.1B
12 October 1993

4208
Ser N10/

From: Commander, Military Sealift Command

To: Commander, Military Sealift Command, (identify activity), N10

Subj: QUALITY ASSURANCE REVIEW (QAR) REPORT

Encl: (1) Quality Assurance Review Report for (Identify activity and inclusive dates of review)

(2) QAR Survey Form

1. In support of our commitment to continuous improvement of the procurement process, we conducted a QAR of your activity from _____ to _____.

2. Enclosure (1) is our written assessment of your efforts to improve the procurement process at your activity. Your implementation of (identify innovative ideas which the activity has developed) indicates your commitment to the continuous improvement of the procurement process. You are commended for your support of TOTAL QUALITY LEADERSHIP.

3. Improving the quality is an evolving process. Any comments or suggestions relative to QAR should be directed to CDR Dowling, N102, (202) 433-0385.